



Job Title: LABORER

Department /Office: Water Resources Program

Reports to Whom: Director

Salary / Hourly Range: 12

Job Classification Code: 4000

Level of Background Check: 1B

FLSA Status: NON-EXEMPT

Driving Required: Yes, As Required

PD Revised: 03/23/2015

JOB DESCRIPTION:

This position consists of general labor in support of the construction of stone structures at the project site in support of the Tawapa Spring Nonpoint Source Water Quality Improvement Project under the Hopi Tribe's Water Resources Program. The work consists of duties that involve unrelated and related processes and methods. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires making decisions concerning such things as the interpretation of data, planning of the work and refining the methods and techniques to be used. The incumbent's Project Site Supervisor will make assignments with clear, detailed and specific instructions. Incumbent works as instructed and consults with the Supervisor as needed on all matters not specifically covered in the original instructions.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assists stonemason with quarrying and hauling rock to project site.
2. Assists stonemason in constructing rock walls, rock water bars, and rock lined drainage ditches.
3. Remove all demolition material, trash, and waste material from construction site and dispose of items properly; incumbent must follow and practice safety measures.
4. Performs other related duties as authorized or assigned to achieve village and/or program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, traditional village leaders and general public. Some contacts with the general public will require a concerted effort to display polite and courteous behavior to opposition groups.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work involves long periods of bending, stretching, climbing, walking over uneven terrain/rocky surfaces and lifting objects in excess of 50 lbs. Inclement weather conditions will be encountered periodically, as well as some encounters with biological threats such as spiders, snakes and dogs may occur. The incumbent is expected to adhere to safety precautions and wear protective clothing and gear. Work hours may be extended beyond the normal eight (8) hour daily work schedule.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: High School diploma or G.E.D. certificate preferred but not required;

AND

B. Experience: No prior experience necessary;

OR

C. Any equivalent combination of Education, Training and Experience determines to be acceptable by the Office of Human Resources.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of related safety practices and procedures.

B. Skills:

- Good verbal communication skills.
- Good public relations skills.

C. Abilities:

- Ability to follow instructions.
- Ability to perform strenuous physical work for long periods of time.
- Ability to establish and maintain effective working relationships with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.